



**Schedule**  
Contract GS-10F-0304W



## GENERAL SERVICES ADMINISTRATION

### FEDERAL ACQUISITION SERVICE AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: [www.GSAAdvantage.gov](http://www.GSAAdvantage.gov)

#### Schedule for – Professional Engineering Services (PES)

Federal Supply Schedule: 871 Class: R425

Contract Number: GS-10F-0304W

For more information on ordering from GSA Schedule click on the GSA eLibrary button at  
<http://www.gsaelibrary.gsa.gov/ElibMain/ElibHome>

Contract Period: September 21, 2010 through September 20, 2015

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**Contract Administrator:** Gaby DeLeon

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## **48 CFR 6.102 Use of competitive procedures.**

### 6.102

#### Use of competitive procedures.

The competitive procedures available for use in fulfilling the requirement for full and open competition are as follows:

- a) **Sealed bids.** (See 6.401(a).)
- b) **Competitive proposals.** (See 6.401(b).) If sealed bids are not appropriate under paragraph (a) of this section, contracting officers shall request competitive proposals or use the other competitive procedures under paragraph (c) or (d) of this section.
- c) **Combination of competitive procedures.** If sealed bids are not appropriate, contracting officers may use any combination of competitive procedures (e.g., two-step sealed bidding).
- d) **Other competitive procedures.**
  1. (1) Selection of sources for architect-engineer contracts in accordance with the provisions of Pub. L. 92-582 (40 U.S.C. 541, et seq.) is a competitive procedure (see Subpart 36.6 for procedures).
  2. Competitive selection of basic and applied research and that part of development not related to the development of a specific system or hardware procurement is a competitive procedure if award results from-
    - i. A broad agency announcement that is general in nature identifying areas of research interest, including criteria for selecting proposals, and soliciting the participation of all offerors capable of satisfying the Government's needs; and
    - ii. A peer or scientific review.
  3. **Use of multiple award schedules** issued under the procedures established by the Administrator of General Services consistent with the requirement of 41 U.S.C. 259(b)(3)(A) for the multiple award schedule program of the General Services Administration is a competitive procedure.

**CUSTOMER INFORMATION:**

**Special Item Number (SIN) Descriptions**

**GRD Construction Consultants** provides professional support services to agencies in **SIN 871-7 CONSTRUCTION MANAGEMENT**.

**Construction Management** - Customer agencies shall utilize construction managers as its principal agent to advise on or manage the process over the project regardless of the project delivery method used. The Construction Manager assumes the position of professional adviser or extension of staff to the customer agency. The Construction Manager frequently helps the customer agency identify which delivery method is the best for the project. The construction management approach utilizes a firm (or team of firms) with construction, design and management expertise to temporarily expand the customer agency's capabilities, so that they can successfully accomplish their program or project. The Construction Manager also provides expert advice in support of the customer agency's decisions in the implementation of the project.

The following are some of the tasks to be covered under Construction Management:

**1. Project Design Phase Services**

These services may include: design technical reviews; code compliance reviews; constructability reviews; analysis of Value Engineering proposals; preparation of cost estimates (including independent check estimates); cost analysis; cost control/monitoring; energy studies; utility studies; site investigations; site surveys; scheduling (including preparation of schedules and schedule reviews); review of design scope changes (including analysis of schedule impact); scheduling/conducting/documenting design related meetings; and performing market studies (material availability, contractor interest, etc.).

**2. Project Procurement Phase Services**

These services may include: providing assistance to the Contracting Officer in contract procurement; answering bid/RFP questions; attending/participating in site visits; attending/participating in pre-bid conferences; preparing and issuing solicitation amendments for review and approval by the Government Contracting Officer; and performing cost/bid/proposal analysis.

**3. Project Construction Phase Services**

These services may include: establishing temporary field offices; setting up job files, working folders, and record keeping systems; maintaining organized construction files; scheduling and conducting preconstruction meetings; documenting actions taken and decisions made, etc.; monitoring the submittal review process; review and monitoring of project schedules for construction progress with emphasis on milestone completion dates, phasing requirements, work flow, material deliveries, test dates, etc.; assisting in problem resolution and handling of disputed issues (including development of Government position); maintaining marked up sets of project plans and specifications for future as-built drawings; performing routine inspections of construction as work proceeds, taking action to identify work that does not conform to the contract requirements, and notifying the contractors when work requires correction; compiling, through site inspections, lists of defects and omissions related to the work performed and providing these lists to the contractor for correction; review of construction contractor payment requests (including preparation of necessary forms for payment processing); monitoring project financial data and budgetary cost accounting;



administration of construction contract change orders (issuing proposal requests, preparing cost estimates, reviewing cost proposals, assisting agency in negotiations, preparing change order packages for processing); scheduling, conducting, and documenting regular progress meetings with all interested parties to review project status, discuss problems, and resolve issues; scheduling, conducting, and documenting (prepare minutes, etc. for distribution) construction related project meetings; monitoring construction contractor compliance with established safety standards (note and report unsafe working conditions, failures to adhere to safety plan required by construction contract); monitoring construction contractor's compliance with contract labor standards; coordination of construction activities with customer Managers and occupying agency personnel; monitoring the design and construction clarification process and, when appropriate, reminding the A/E and other parties involved of the need for timely actions; participating in all "Partnering" activities during construction (workshops, meetings, etc.); preparing special reports and regular project status reports; providing for progress and/or final photographs of project work; perform site surveys; provide assistance in obtaining permits; perform hazardous material assessments and monitoring of hazardous material abatement work; and provide cost estimating assistance.

**4. Commissioning Services**

These services shall include, but are not limited to, providing professional and technical expertise for start-up, calibration, and/or certification of a facility or operating systems within a facility. The CM must be able to provide any level of commissioning need from total support to specialty services. Commissioning services may require start-up planning, forecasting start-up duration, estimating start-up costs, determining start-up objectives, organizing start-up teams and team assignments, testing building system components, conducting performance tests.

**5. Testing Services**

The CM may be tasked to provide the services of an independent testing agency/laboratory to perform project specific quality control testing and inspection services. The services may include, but are not limited to, testing/inspection of soils, concrete, precast concrete connections, steel, steel decking, applied fireproofing, roofing, curtain walls/glazing, and elevator installations.

**6. Claims Services**

The CM may be tasked to provide Claims Services when and as required by the Government for specific projects. The CM will review disputes and claims from the A&E and/or construction contractor(s) and render all assistance that the Government may require, including, but not limited to, the following: Furnishing reports with supporting information necessary to resolve disputes or defend against the claims; preparation and assembly of appeal files; participation in meetings or negotiations with claimants; appearance in legal proceedings; preparation of cost estimates for use in claims negotiations; preparation of risk assessments/analyses relative to claim exposures; preparation of findings of fact and any other documentation required by the Government.

**7. Post Construction Services**

At or near substantial completion of project construction, the CM may be tasked to provide services such as: Performing Post Occupancy Evaluations (POEs); assisting Agency in the formulation of lessons learned; providing occupancy planning including development of move schedules, cost estimates, inventory lists, etc.; providing move coordination, relocation assistance, and/or furniture coordination; providing telecommunication and computer coordination.

## **CUSTOMER INFORMATION:**



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| Description  | Customer Information   |
|--|--|
| 1a. <b>Special Item Number (SIN) Descriptions</b>  | 871-7 (CI, EE, ME)<br>871-7RC (Program & Project Management) |
| 1b. <b>Lowest Priced Model Number and Lowest Price:</b>  | Please refer to our rates on page #8                         |
| 1c. <b>Labor Category Descriptions:</b>  | Please refer to our rates on page #9                         |
| 2. <b>Maximum Order:</b>   | \$1,000,000.00   |
| 3. <b>Minimum Order:</b>   | \$100.00   |
| 4. <b>Geographic Coverage (delivery Area):</b>   | Domestic only  |
| 5. <b>Point(s) of production (city, county, and state or foreign country):</b>   | Same as company address                                      |
| 6. <b>Discount from list prices or statement of net price</b>  | Government net prices (discounts already deducted).          |
| 7. <b>Quantity discounts:</b>  | Not Applicable   |
| 8. <b>Prompt payment terms:</b>  | Net 30 days  |
| 9a. <b>Notification that Government purchase cards are accepted up to the micro-purchase threshold:</b>                    | Yes  |
| 9b. <b>Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:</b> | Will not accept over micro-purchase threshold                |
| 10. <b>Foreign items (list items by country of origin):</b>  | None   |
| 11a. <b>Time of Delivery (Contractor insert number of days):</b>   | To Be Negotiated with Ordering Agency                        |
| 11b. <b>Expedited Delivery.</b>  | To Be Negotiated with Ordering Agency                        |
| 11c. <b>Overnight and 2-day delivery</b>   | N/A  |



|  |   |
|--|---|
| <b>11d. Urgent Requirements.</b>   | To Be Negotiated with Ordering Agency   |
| <b>12. F.O.B Points(s):</b>  | Destination   |
| <b>13a. Ordering Address(es):</b>  | Same as Contractor address  |
| <b>13b. Ordering procedures:</b>   | Refer to Federal Acquisition Regulation (FAR) 8.405-3 for information on Blanket Purchasing Agreements (BPA's) for supplies and services. |
| <b>14. Payment address:</b>  | Same as Contractor address  |
| <b>15. Warranty provision:</b>   | Standard Commercial Warranty  |
| <b>16. Export Packing Charges (if applicable):</b>   | N/A   |
| <b>17. Terms and conditions of Government purchase card acceptance:</b>  | Not applicable for any thresholds above the micro-purchase level  |
| <b>18. Terms and conditions of rental, maintenance, and repair (if applicable):</b>  | N/A   |
| <b>19. Terms and conditions of installation (if applicable):</b>   | N/A   |
| <b>20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):</b> | N/A   |
| <b>20a. Terms and conditions for any other services (if applicable):</b>   | N/A   |
| <b>21. List of service and distribution points (if applicable):</b>  | N/A   |
| <b>22. List of participating dealers (if applicable):</b>  | N/A   |
| <b>23. Preventive maintenance (if applicable):</b>   | N/A   |
| <b>24a. Special Attributes:</b>  | N/A   |



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|   |   |
|---|---|
| <b>24b. Section 508 compliance</b>  | Information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: <a href="http://www.Section508.gov">www.Section508.gov</a> |
| <b>25. Data Universal Numbering System (DUNS) number:</b>                                     | 83-7445386  |
| <b>26. Notification regarding registration in System for Award Management (SAM) database:</b> | Registered  |

## HOURLY RATES FOR SERVICES

| Labor Category                | FY 2014  | FY 2015  | FY 2016  |
|-------------------------------|----------|----------|----------|
| Principal                     | \$149.63 | \$152.62 | \$155.67 |
| Senior Project Manager        | \$106.88 | \$109.01 | \$111.19 |
| Project Manager 3             | \$91.49  | \$93.32  | \$95.19  |
| Project Manager 2             | \$86.11  | \$87.83  | \$89.59  |
| Project Manager 1             | \$70.00  | \$71.40  | \$72.83  |
| Senior Project Coordinator    | \$91.49  | \$92.41  | \$93.33  |
| Project Coordinator           | \$86.11  | \$86.97  | \$87.84  |
| Junior Project Coordinator    | \$66.54  | \$67.20  | \$67.88  |
| Assistant Project Coordinator | \$56.75  | \$57.32  | \$57.89  |

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire [Schedule Name e.g. MOBIS] Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract

**NOTES:**

\*\* INCLUDES IFF FEE OF 0.75%

## **LABOR CATEGORY DESCRIPTIONS**

1. **Director / Principal.**

The Director/Principal plans and directs all aspects of the organization's policies, objectives, and initiatives. This position is responsible for the short and/or long term profitability and is responsible for assisting in the attainment of short and or long term financial and operational goals of the client. Developing and monitoring program budgets; providing technical advice and/or supervision to staff, other departments, and agencies. A Bachelor's Degree with a minimum of 20 years relevant business experience in the field is required. A postgraduate of professional training is preferred. This position demonstrates expertise in Government and public/private operations, practices and procedures. Should have extensive experience, possess good judgment to plan and accomplish goals, strong quantitative, analytical, organizational and interpersonal skills. Proficient in MS Office products such as MS Project, MS Word, MS Excel, MS Power Point, MS Access.

2. **Senior Project Manager**

The Senior Project Manager plans and directs all aspects of the organization's engagements such as: operational policies, objectives and initiatives. This position is responsible for assisting in the attainment of short and or long term financial and operational goals of the client. Senior Project Manager is responsible for developing and monitoring program budgets; providing technical advice and/or supervision to staff, other departments, and agencies. A Bachelor's Degree with a minimum of 15 years relevant business experience in the field is required. A postgraduate of professional training is preferred. This position demonstrates expertise in Government and public/private operations, practices and procedures. Should have extensive experience, possess good judgment to plan and accomplish goals, strong quantitative, analytical, organizational and interpersonal skills. Proficient in MS Office products such as MS Project, MS Word, MS Excel, MS Power Point, MS Access.

3. **Project Manager 3**

Project Manager 3 is responsible for the planning, execution, and closing of a project. Must be able to manage and control the work including: identifying, tracking managing and resolving project issues. A Bachelor's Degree with a minimum of 10 years relevant business experience in the field is required. The Project Manager must be familiar with a variety of industry segments and the concepts, practices and procedures of public/private projects. Must have an extensive experience and judgment to plan, execute and accomplish project goals. Possesses the ability to handle various tasks, good leadership skills, excellent communication skills and people skills. Proficient in MS Office products such as MS Project, MS Word, MS Excel, MS Power Point, MS Access.

4. **Project Manager 2**

Project Manager 2 oversees, participates and collaborates work assigned by the senior project manager in all aspects of the project and creates project schedules, reviews estimates, change orders, monitors construction progress, oversees preparation of monthly reports. A Bachelor's Degree with a minimum of 5 years of relevant experience in the field is required. Possesses the ability to handle serious tasks, good leadership skills, excellent communication skills and people skills. Proficient in MS Office products, such as MS Project, MS Word, MS Excel, MS Power Point and MS Access.



5. **Project Manager 1**

Project Manager 1 oversees, participates and collaborates work assigned by the senior project manager in all aspects of the project and creates project schedules, reviews estimates, change orders, monitors construction progress, oversees preparation of monthly reports. A Bachelor's Degree with a minimum of 1-2 years of relevant experience in the field is required. Possesses the ability to handle basic PM tasks, excellent communication skills and people skills. Proficient in MS Office products, such as MS Project, MS Word, MS Excel, and MS Power Point.

6. **Senior Project Coordinator**

The Senior Project Coordinator is responsible for the coordination and completion of individual projects. This position oversees and manages all aspect of the project, creates schedules, set deadlines, assigns responsibilities, and monitors and summarizes progress of project. The Senior Project Coordinator prepares reports for upper management regarding status of project. A Bachelor's Degree with a minimum of 15 years relevant business experience in the field is required. The Project Coordinator must be familiar with a variety of industry segments (such as lease acquisition, design, bid analysis, construction, budget and administration of funds, and lease administration) and the concepts, practices and procedures of public/private projects. Relies on extensive experience and judgment to plan, execute and accomplish project goals. Possesses the ability to handle various tasks, good leadership skills, excellent communication skills and people skills. Proficient in MS Office products such as MS Project, MS Word, MS Excel, MS Power Point, MS Access.

7. **Project Coordinator**

The Project Coordinator is responsible for the coordination and completion of an individual project. The Coordinator oversees and manages all aspect of the project, creates schedules, set deadlines, assigns responsibilities, and monitors and summarizes progress of project. A Bachelor's Degree with a minimum of 10 years relevant business experience in the field is required. The Project Coordinator must be familiar with a variety of industry segments (such as lease acquisition, design, bid analysis, construction, budget and administration of funds, lease administration, telecommunication, telephone/data systems, security, and post-occupancy construction or renovations) and the concepts, practices and procedures of public/private projects. Relies on extensive experience and judgment to plan, execute and accomplish project goals. Possesses the ability to handle various tasks, good leadership skills, excellent communication skills and people skills. Proficient in MS Office products such as MS Project, MS Word, MS Excel, MS Power Point, MS Access.

8. **Junior Project Coordinator**

The Junior Project Coordinator assists the Project Coordinator. The Junior Project Coordinator is given a section of the project to supervise such as supervising the architectural section of the construction. Another Junior Project Coordinator may be responsible for the Mechanical and Plumbing section. A third Junior Project Coordinator may be responsible for the Electrical section. Some may also be involved in small renovations. In large projects, it is difficult to rely on only one person to know all the details, and we employ a team approach in successfully completing a large project. A Bachelor's Degree with a minimum of 5 years relevant business experience in the field is required. Relies on extensive experience and judgment to plan, execute and accomplish project goals. Must possess strong quantitative, analytical, organizational and interpersonal and communication skills. Proficient in MS Office products such as MS Project, MS Word, MS Excel, MS Power Point, MS Access.



9. **Assistant Project Coordinator**

Assistant Project Coordinator assists the Project Coordinators in numerous projects as part of a team of assistants who track data relating to funding, expenditures, manpower, change orders, scheduling and other logistical support. The Assistant Project Coordinator must be detailed oriented and reports up to date costs of the projects. Assistant Project Coordinator 1 must have at least an Associate Degree and a minimum of 5 years of experience, and proficient in MS Office products such as MS Project, MS Word, MS Excel, MS Power Point, MS Access.



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BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act, (Agency) and GRD Construction Consultants, Inc. enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures:

\_\_\_\_\_  
Agency Representative      Date

\_\_\_\_\_  
GRD Construction Consultants, Inc.      Date  
Representative